

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—DEC. 21, 2022

QUICK LINKS

- [January Q&A: Preparing for Test Administration](#)
- [Verifying Shipping Addresses in MDE-ORG by Jan. 20](#)
- [Preparing for Statewide Assessments: Selecting Test Administrators and Test Monitors](#)
- [Odds and Ends](#)
- [Tech Update](#)

January Q&A: Preparing for Test Administration

MDE will host a virtual Q&A session for DACs on Tuesday, Jan. 10, from 2–3 p.m. and will focus on test administration and student participation. New and experienced DACs are welcome to attend. [Register for the January Q&A Session](#). Details for joining are provided once participants register.

The prerequisites for the January Q&A session are the following chapters of the [Procedures Manual](#):

- Chapter 8: Test Administration
- Chapter 9: Student Participation and Student in Special Circumstances and Situations

MDE collects questions from DACs prior to the event to help prepare and find relevant resources to share. After reading the chapters, [submit questions for the January DAC Q&A Session](#). Q&A Sessions will not be recorded nor will CEUs be provided as these are an additional support rather than a training event.

[Back to Top](#)

Verifying Shipping Addresses in MDE-ORG by Jan. 20

For MCA/MTAS, districts choose whether test materials will be shipped to the district or individual schools under District Options during Pretest Editing in Test WES. All addresses used to ship test materials will be populated from [MDE-ORG](#) and districts should verify shipping addresses in MDE-ORG.

- The Assessment Shipping address is a separate field in MDE-ORG that allows districts and schools to indicate a specific address where they would like test materials shipped at both the district and school levels.
- If there is no Assessment Shipping address present in MDE-ORG, the Location: Physical address will be used; if no Location: Physical address exists, the Mailing address will be used (but updates may be required as test materials cannot be shipped to P.O. boxes).
- If the Location: Physical address is the correct address to ship test materials, then a separate Assessment Shipping address does not need to be added for the district and/or each school.

If updates are needed in MDE-ORG, the district's Site Verification Coordinator must make changes in the [MDE District and School Site Verification system](#).

[Back to Top](#)

Preparing for Statewide Assessments: Selecting Test Administrators and Test Monitors

All students must be assigned to a Test Administrator or Test Monitor who will administer the test, actively monitor the students, and maintain test security throughout test administration; refer to Chapter 3 of the [Procedures Manual](#) for Test Administrator/Test Monitor roles and responsibilities. Test Administrators and Test Monitors must complete all required trainings for their role, as specified in Chapter 7.

Only trained staff involved in testing are allowed in the room during testing. It is considered a security violation if untrained staff are monitoring statewide assessments. More information on selecting Test Administrators and Test Monitors is available in the *Procedures Manual*, starting on page 158.

Note: A parent/guardian or relative cannot be involved with their student's test administration or be in the same room during testing at any time. Relatives are defined as children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under guardianship.

[Back to Top](#)

Odds and Ends

- MDE will be closed on Dec. 26 and Jan. 2.
- There will be no *Assessment Update* next week, Dec. 28.
- The following trainings are now available on the [Training Management System \(TMS\)](#):
 - The recorded MDE DAC Test Administration Training (on the DAC tab under MDE Recorded Webinars)
 - The Pearson New DAC Basics Training (on the DAC tab under Pearson Recorded Webinars)

- The Pearson New Technology Coordinator Training (1–2 years) (on the Technology Staff tab, under Pearson Recorded Webinars)

[Back to Top](#)

Tech Update

Key Technology Information for ACCESS

- **Testing Window:** Jan. 30–March 24
- **Service Provider and Website:** Data Recognition Corporation (DRC); wida-ams.us
- **System Requirements:** [Technology Requirements for WIDA assessments](#)
- **Customer Support:** 855-787-9615 or WIDA@datarecognitioncorp.com
- **Key Technology Resources:** The *Technology User Guide*, *Technology Readiness Checklist for WIDA Online Assessments*, and *WIDA AMS User Guide* are available on the [WIDA AMS](#) website. (No log in required. In the second paragraph under the first heading, select “WIDA AMS” > on the Training Materials page, click the Show Documents button to display all documents > from the list of documents, locate and download the user guide).
- **Training Opportunities:** Live and recorded webinars are included in the *2022-2023 Q&A Webinar Schedule for Technology Coordinators*, which is included in the list of technology resources on the WIDA AMS website, referenced in the previous bullet.

Key Technology Information for MCA

- **Testing Window:**
 - Reading/Mathematics MCA from March 6–May 5
 - Science MCA from March 6–May 12
- **Service Provider and Website:** Pearson; minnesota.pearsonaccessnext.com
- **System Requirements:** [TestNav system requirements for MCA administration](#)
- **Customer Support:** 888-817-8659 or [submit a Pearson help desk request](#); in addition to the Pearson help desk, you may also utilize Pearson’s [Technology Office Hours](#) and schedule a one-on-one virtual meeting with a technology field engineer to talk through specific setup instructions, or discuss other challenges.
- **Key Technology Resources:** The [Infrastructure Readiness Checklist](#) is available on the Technology page to assist districts and schools with preparation for online MCA testing. This checklist provides steps to help create a successful testing experience for schools and students while administrating the online MCA. To limit test day technical issues, technology staff should perform the tasks outlined in the *Infrastructure Readiness Checklist* according to the recommended timelines.
- **Training Opportunities:** The *New Technology Coordinator Training (1–2 years)* recording and PowerPoint is now available on the [Training Management System \(TMS\)](#) under the Technology Staff role

in the Pearson Recorded Webinars category. This recorded webinar provides an overview of technology systems and resources for new technology staff in preparation for the 2023 MCA online test administration. Pearson will host a live training on Tuesday, Jan. 10. Refer to the *Upcoming Technology Trainings* document posted on the [Technology](#) page of the PearsonAccess Next website (under Additional Technology Resources) for more details.

[Back to Top](#)

ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

Minnesota Department of Education

education.mn.gov > Districts, Schools and Educators > Teaching and Learning > Statewide Testing

If you have any questions or want to unsubscribe, please send an email to mde.testing@state.mn.us.